

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RETIREMENT INVESTMENT OFFICER 3

DEFINITION

Under general direction, serves as an investment officer overseeing significant elements of the investments of the Iowa Public Employees Retirement System; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Oversees the venture capital (VC) and special equity (SE) portfolios including the content and provision of all reports and analysis prepared by the VC/SE manager concerning the investments.

Oversees the public market portfolios including domestic equity, domestic fixed income, international equity, global fixed income, global tactical asset allocation, and currency overlay.

Participates in the administration of the investment program of the system to enhance investment income; establishes and maintains extensive involvement with external investment firms and consultants.

Participates in the development and implementation of the System's investment policy, as adopted by the IPERS Investment Board; effects the ongoing review and oversight of its execution, to include performance evaluation, portfolio accounting, monitoring of managers, and negotiations on contracts and agreements.

Manages significant elements of the system's investment program, in accordance with existing and developing investment concepts.

Oversees the investment of retirement trust fund cash assets in various short-term investment vehicles.

Participates in the periodic meetings of the IPERS Investment Board and provides advice to the Board on various topics.

Manages the working relationship of various investment institutions currently under contract with IPERS; meets with various existing contractors and evaluates the success of current investment relationships.

Meets with senior representatives of financial institutions throughout the country to analyze and critique potential investment programs for utilization by IPERS; examines a variety of source material to determine the applicability of the opportunities.

Accumulates financial, investment and actuarial information from various sources to coordinate the preparation of the investment and actuarial sections of the IPERS annual report.

Manages the IPERS proxy voting system/recommends improvements and changes to policies, guidelines, administrative procedures, and voting rights delegation policy.

COMPETENCIES REQUIRED

Knowledge of the basic characteristics of all forms of stocks, bonds, and short-term investments.

Knowledge of corporate and financial accounting systems.

Knowledge of state and federal laws, regulations, and policies governing public retirement systems.

Knowledge of stock and bond portfolio management.

Knowledge of the economic and political factors affecting interest rates and stock prices.

Knowledge and understanding of financial requirements of a wide variety of business enterprises.

Ability to analyze and interpret accurately financial statements and documents which are submitted in relation to pending or completed negotiations.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with major emphasis in accounting, finance or investments and experience equaling six years of investment work for a stock exchange, investment or banking firm or institutional investor, public or private pension system, treasurer's office, or auditor's office, or in senior level investment accounting;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full time work experience for each year of the required education to a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes eighteen months of full-time work as a Retirement Investment Officer 2.

Effective Date: 6/96 BW